

Staff performance and capability policy

Definitions

For the purposes of this policy 'staff performance and capability' are terms used to compare an individual's contribution to the work of LONDON BROOKES COLLEGE with reasonable expectation of that individual's performance.

Rationale

London Brookes College is reliant on the collective and individual contributions of its workforce in order to meet the needs of its learners and its various business objectives. All staff should be able to make a positive contribution but where there is a gap between an individual's performance and LONDON BROOKES COLLEGE's reasonable expectation; LONDON BROOKES COLLEGE shall put in place measures, the purpose of which will be to support the staff member in attaining the requisite level of performance.

Core Principles

LONDON BROOKES COLLEGE expects all employees to conduct themselves professionally at all times, and assumes that its entire staff wishes to make a positive and effective contribution to meeting its objectives. LONDON BROOKES COLLEGE acknowledges its duty to ensure that all staff is afforded appropriate and timely support in coming to terms with their roles and responsibilities.

Implementation

Where a gap is identified between expectation and performance (after completion of the probationary period) before any LONDON BROOKES COLLEGE manager initiates any action associated with this policy s/he shall seek the advice of the Principal.

LONDON BROOKES COLLEGE's objective in taking action under this policy is to support staff in reaching an acceptable level of performance but where this is not practicable LONDON BROOKES COLLEGE shall need to consider termination of the employment contract.

Quality Assurance

This policy will be reviewed annually, or as otherwise directed by the Principal, LONDON BROOKES COLLEGE policy or legislative changes affecting it.

Updated on September, 2025

next review September, 2026